

DOCUMENTS REQUIRED FOR IRP ACCOUNTS

(All applications must be completed in blue or black ink)

- **IRP Application** - [Form IRP-31](#)
- [IRP Deposit form](#) required with deposit check (new accounts)
- [Acord Certificate of Liability Insurance](#) – Certificate holder should list CT DMV IRP. If leased, bob tail will also be required
- **Copy of Valid Driver License** for person(s) to contact regarding application AND for person that signed bottom of IRP forms, if registrant is an individual must be a Connecticut Drivers License
- [C.O.N.C.O.R.D. Business Filing](#) (Secretary of the State)
- [Unified Carrier Registration](#) (including if leased-on to carrier): VERIFY VALID UCR
- **Property tax** - All Motor Vehicle property tax / parking violations must be paid to date prior to registration.
- **Established Place of Business** – You must submit 3 different documents, and each must have the same business name and address
 - Acceptable proof can be:
 - if the applicant is an individual, his or her driver's license
 - if the applicant is a corporation, Secretary of State filing
 - the applicant's federal income tax returns
 - the applicant's State income taxes
 - the applicant's paid real estate or personal property taxes
 - the applicant's utility bill
 - the applicant has a Vehicle titled in that Jurisdiction in its name and address
 - other documentation providing legal residence, ex: bank statement
- **Actual Mileage** – For any vehicle you have accumulated mileage during the reporting previous year (Reporting year is July 1 – June 30) must be listed on the application.
- **Email Address Required**

DOCUMENTS THAT MAY BE REQUIRED FOR YOUR IRP ACCOUNT

- [IRS Heavy Vehicle use tax \(HVUT\) Form 2290 Receipt](#) - For vehicles 55,000 pounds GVWR or more and if purchase date is over 60 days from date being registered.
- **Current lease agreement** - If registrant is leased on to a motor carrier- must contain Name, vehicle information, effective date and expiration date
- [Application for Registration & Title Form H13B](#) - If vehicle(s) is not currently titled in Connecticut in the name of the legal owner you will need the H13B form completed along with the original title properly signed over to the company. Fee will be \$35 and an additional \$10.00 for each lienholder listed on the H13b.

Return completed applications to:

CT DMV IRP UNIT
60 STATE STREET ROOM 102A
WETHERSFIELD, CT. 06161-1010
Office: 860-263-5281
Email: Dmv.IRP@ct.gov

New applications will not be processed at the counter; applications can be dropped off in the IRP drop off box located at the main entrance

Incomplete or improperly completed application packages will be returned by the IRP unit. Please allow 7-10 business days for processing. You will receive an email confirmation with your invoice once its been processed.

****NOTE it is the responsibility of the Motor Carrier to update their DOT information. [For more information](#) on forms, registration fees or Inspection location and requirements.**